

Small Business Technical Assistance Program

March 26, 2012 - Pre-proposal Meeting

Discussion Items

A pre-proposal meeting for the Small Business Technical Assistance Program RFP was held on Monday, March 26, 2012. The following information is in regards to the issues discussed during the meeting.

- City Requirements / CDBG – Please read through the City's [General Conditions for Request for Proposals \(RFP\)](#). Depending on the dollar amount of each Organization's contract for services with the City, an organization may need to comply with the City's Living Wage (Section 18), Equal Benefits (Section 27) and Small and Underutilized Business Program – SUBP (Section 29) Ordinances. If the organization is receiving funds under the **CDBG-funded** Category 2 – Microenterprise Support described in the Small Business Technical Assistance Program RFP, clients receiving assistance will need to self-certify that they own or intend to establish a Microenterprise and that they qualify as a low or moderate income person.
- Collaborative Administrative Costs – Cost associated with collaboration among organizations (collection of proper documentation, invoicing, etc.) may be eligible for reimbursement and considered on a case by case basis. These costs should be identified in the organization's overall proposal.
- City Council Approval / Performance Period - It is anticipated that a funding recommendation will be presented to Minneapolis City Council in May, 2012 with contracting in June 2012. Assuming that funding is approved and the anticipated schedule is met, we expect the performance period to begin June 1, 2012 and end May 31, 2013.